

Benefits Administration Bulletin #3

July 2005

FlexComp Payment Options (direct deposit and inside mail)

We have experienced problems with the direct deposit and inside mail payment options being removed unintentionally from employee records. This has resulted in employees' Flexcomp claim checks not being distributed according to their preference. We found what was causing the problem and it has been fixed this week. As a result of this fix, there are a couple of changes.

First, there will no longer be an FSA payment options tab on the election entry screen. Anytime you need to enter or change the direct deposit or inside mail payment option for an employee, you will need to use this navigation:

Home>Compensate Employees>Administer Automated Benefits>Use>FSA Payment Options

Second, when you run the Ben Admin process, you will notice that the process called ' STATE AGENCIES CLICK HERE' is no longer an option. The process that you will need to select is called 'Benefits Administration'.

The screenshot shows a web browser window with the Discover ND logo and navigation links. The breadcrumb trail is: Home > Compensate Employees > Administer Automated Benefits > Process > Run Control. The page title is "Process Scheduler Request".

User ID: SSCHIERM@ND.GOV Run Control ID: 192em

Server Name: PSNT Run Date: 07/28/2005
Recurrence: Run Time: 3:48:45PM
Time Zone: Reset to Current Date/Time

| Select | Description | Process Name | Process Type | Type | Format |
|-------------------------------------|-------------------------|--------------|--------------|--------|--------|
| <input type="checkbox"/> | Automate Benefits | NDSBAJOB | PSJob | (None) | (None) |
| <input type="checkbox"/> | NDSBARUN | NDSBARUN | SQR Process | Web | PDF |
| <input type="checkbox"/> | Benefits Administration | PSPBARUN | COBOL SQL | (None) | (None) |
| <input checked="" type="checkbox"/> | Benefits Administration | PSPBARUN | COBOL SQL | (None) | (None) |

OK Cancel

EPO Update

We are still testing the process that will update the health benefit records with the new EPO information from BCBS. Here's what the process will do: If an employee is enrolled in health insurance, they will be enrolled in the EPO if they are on the file provided by BCBS. If they are not on the BCBS file, they will be enrolled in the PPO. We will let you know when the system has been updated.

On Demand Event Maintenance

At the NDPERS Payroll Conference, we demonstrated the on demand event maintenance feature. You may find this feature easier to use to process events for one employee at a time. Refer to Exercise 12 for detailed instructions on how to use this feature.

Benefits Administration Materials

You will find the Benefits Administration Manual, Exercises and Bulletins on the NDPERS website under Employer Information>Program Administration. Look for the Connect ND logo.

<http://www.state.nd.us/ndpers/employers/index.html>